# the mid—atlantic archivist

*Volume 8 Number 2 April 1979*

## HISTORIC "NORFOLK TOWNE"

by
Roger T. Crew, Jr.

Norfolk was established in 1682, in compliance with a law passed by the Virginia Assembly requiring each county to set aside fifty acres for the creation of towns at the cost of ten thousand pounds of tobacco. Since that time the city has been steeped in American history. Prior to the American Revolution, Norfolk was a prosperous seaport, but as a result of the British naval bombardment in 1776 and its subsequent burning, few buildings remained standing. St. Paul's Episcopal Church stands as a reminder of that event with a British cannonball embedded in its wall. With the end of the war, Norfolk's economy slowly recovered. Norfolk was again threatened with destruction in the War of 1812 when the British navy returned, but was defeated. Subsequent depressions, epidemics, and loss of trade to New York City strained the local economy.

As rail lines brought new prosperity from the hinterlands, the outbreak of the Civil War again brought renewed hardship upon the city. Norfolk's port and naval yards were an early target for the Federal forces. The well known engagement between the U.S.S. Monitor and the C.S.S. Virginia (Merrimac) focused national and international attention upon the area as the scene of the first battle between ironclads in naval history. After one year of resistance the city was abandoned by the Confederates in May 1862

continued on page 11

## THE NORFOLK MEETING

by
Nancy Summers

We are invited for May 18-19 to a coastal area renowned for azaleas and gardens! The Norfolk meeting will offer us a spring weekend among dogwood and sparkling waterfronts, and a variety of outstanding sessions.

The primary archival functions of conservation, arrangement, and retrieval will be covered in basic sessions on Friday. And for those who have been practicing archivists long enough to develop a different set pf problems, advanced technical sessions are available in conservation, photograph restoration, and the effect on documents of continued photocopying.

For administrators, there will be sessions on the physical security of records, their administrative security, sampling, and how the copyright law affects unpublished materials. There will be a session on researchers as users of records, and one on genealogists, to give us all more in sight into a researcher's needs, expectations, and limitations.

There will also be specialty sessions in university archives, religious archives, modern military archives, and archives in museums. The Oral History Adsociation will be offering a session on new directions in oral history, and both Oral Historians and Religious Archi-

continued on page 11

## A PROBLEM IN WEST VIRGINIA

by
Don Harrison

The rippling effect of inflation on government budgets has taken concrete shape right in our own region. The West Virginia Sunset Law, passed February 2, 1979, by the state legislature calls for, among others, the termination of the Division of Archives and History on July 1, 1980, after a "performance and fiscal audit."

This action follows on the heels of model archival legislation enacted by the West Virginia legislature in 1977. That legislation strengthened the state archival function by establishing the archives in a "super agency" of Culture and History which absorbed both the old Antiquities Commission and the Department of Archives and History. For the first time professional qualifications were spelled out for the position of State Archivist, who was placed on the state Records Management Advisory Board. No records of any state agency could be destroyed or otherwise disposed of without the written approval of the State Archivist. The law spelled out a new degree of freedom, strength, and professionalism.

The spirit of the 1977 law should have prevailed. The contradictions between the two pieces of legislation are glaring. maa believes the archival function is enduring and that its constituency should strive for a continuence. We agree with the "Principles for State Archival and Records Management Agencies," adopted by the National Associa-

continued on page 11

The mid-atlantic archivist is a quarterly publication of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, West Virginia, and the District of Columbia. MARAC seeks to promote the professional welfare of its members, effect cooperation among individuals concerned with the documentation of the human experience; the exchange of information between colleagues working in the immediate regional area; and to improve the professional competence of archivists, curators of textual, aud audiovisual, and related special research collections, and records managers; and to encourage professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual membership dues are $3.00 per annum. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to the mid-atlantic archivist for $3.00 per annum. Write: Martha C. Slotten, MARAC Secretary, Library, Dickinson College, Carlisle, Pennsylvania 17013.

Items submitted for maa should be single-spaced, no indentation, in columns 4 1/2" wide, written on pica type, double-spaced between paragraphs. Send to: Donald F. Harrison, maa editor, National Archives (NNR), Washington, D.C. 20408, Phone: (202) 724-1080.

Editorial Staff:

Don Harrison, Editor
Bruce Ambacher, Associate Editor
Mary Boccacio
Mary Elizabeth Ruwell

As of April 1, 1979 MARAC boasts 500+ paid-up members.

IN MEMORIAM:

Elizabeth Hamer Kegan, former Assistant Librarian of Congress, died on March 8. Mrs. Kegan began her professional career at the National Archives in 1938 when she joined the staff of the Survey of Federal Archives in the States. She worked at NARS until 1951 when she went to work at the Library of Congress. She was a founding member of the Society of American Archivists and retained an active interest in archives. In 1974-75, she served as Vice-President of the Society of American Archivists and became President the following year. Her charm, scholarly interests and administrative talents contributed greatly to the archival profession.

TREASURER'S REPORT

25 March 1979

| | | | |
|---|---|---|---|
| Cash on hand, 19 October 1978 | | | 2700.00 |
| Checking Account, Fidelity Bank, Phila. | $ 263.74 | | |
| Savings Account, Fidelity Bank, Phila. | | | |
| 1. Income | | | |
| a. Memberships. 247 @ $3 | | 741.00 | |
| b. Book sales. 163 @ $3 | | 489.00 | |
| c. Profit from Baltimore Meeting | | 390.70 | |
| d. Tee-shirt sales | | 261.50 | |
| e. Transfer from Checking to Savings | | | 400.00 |
| f. Interest on Savings | | | 86.04 |
| | | $2145.94 | $3186.04 |
| 2. Disbursements. | | | |
| a. Nesletter | | | |
| 1. Printing (January) | 84.99 | | |
| 2. Transport to Carlisle for mailing. (2 issues) | 21.65 | | |
| 3. Mailing by Dickinson College (year) | 111.03 | | |
| b. Mucci book | | | |
| 1. binding | 28.51 | | |
| 2. Copyright registration | 10.00 | | |
| c. MARAC stationery | 251.00 | | |
| d. Travel | | | |
| 1. Steering Committee | 45.10 | | |
| 2. Program Committee (Albany) | 31.30 | | |
| e. Transfer from Checking to Savings | 400.00 | | |
| f. Advance for NorVA | 150.00 | | |
| g. SAA entertainment | 10.52 | | |
| h. Bank Service Charges | 34.24 | | |
| | $1178.34 | ($1178.34) | 0.00 |
| Balance on hand, 25 March 1979. | | $967.60 | 3186.04 |

Respectfully submitted,

Peter J. Parker
Treasurer.

SAA TOUR

SAA's eighth study tour of archival agencies will run from September 17-24, 1979, and conclude with a flight to the 1979 SAA Annual Meeting in Chicago. This year the tour will focus on British Columbia and Alberta and includes tours of archives, museums, art galleries, scenic train tours, sightseeing, and shopping. For further information contact:

J. Frank Cook
University Archives
University of Wisconsin-Madison
Madison, Wisconsin 53706

## LETTERS TO THE EDITOR

After publishing the January issue of maa, we sent a copy of the NEH/NEA story to Herb Harris, who represents three of the four staff members of maa, and to Fred Richmond, the New York sponsor of the bill. We are pleased to announce that both Congressmen replied to us. We also received a letter from Frances Richard, Executive Director of the National Council for Arts and Education, Inc. Limited space forces us only to reproduce the letters from Harris and Richmond:

February 3, 1979

Dear Mr. Harrison:

My thanks for your support for HR 1042 and enclosed Mid-Atlantic Archivist Newsletter. Your enthusiastic response is greatly appreciated and the help of your membership will be invaluable to successful passage in the 96th Congress.
Incidentally, it is clear from reading the Obituary (p. 12) for the Marlborough-Blenheim Hotel in Atlantic City, why my efforts on behalf of Carnegie Hall were given honorable mention. That struggle resulted in a victory for all of us.
Thank you for your interest, and all good wishes.

Sincerely,

Fred Richmond

February 1, 1979

Dear Mr. Harrison:

Thanks for your note concerning the arts and education bill. As you are aware, I sponsored this legislation during the 95th Congress and have co-sponsored it again this year.
I like this legislation because it would create financial stability for arts, education and cultural activity in the United States. Enactment of this legislation requires no new administration, no added national budget drain, no increased taxes and minimal federal paperwork, simultaneously reaching every American household.
I appreciate knowing of your support and I will work hard to see that this measure is passed.

Sincerely yours,

HERBERT E. HARRIS II
Member of Congress

## MINUTES OF THE FUTURE SITES COMMITTEE MEETING

The meeting was called to order at 11:30 a.m., November 13, 1978, in the New Jersey Room of Rutgers University Library. Present were Clark Beck (chairperson), Adele Lerner, Adele Newburger, Barbara Hearn (ex officio) and Ron Becker (guest). Absent was Kathy Stover.

Since we agreed that the Steering Committee had adhered to the spirit of the constitution when selecting meeting sites in the past, our committee felt its primary task was to formalize and clarify procedures in order to insure a more equitable and effective method of future meeting site selection.

A formula was derived with minimal discussion. The Steering Committee will plan meetings in three year cycles. One meeting a year will be held in the central geographic corridor (to be defined later), the other rotated among the northern, southern and western areas of the region. In addition, at least one meeting a year should occur in an area accessible by public transportation. The Steering Committee will oversee the entire process to insure that the balance is maintained.

The need to improve the selection procedures was cited. We felt that the Steering Committee should solicit informed suggestions from the general membership (or initiate its own recommendations) and shall be responsible for investigating two or three sites for each meeting. Perhaps the appropriate state representatives could be assigned to evaluate proposed sites and, based on their reports, the Steering Committee will recommend one site to the general membership. Although the membership's vote would be binding on the Steering Committee, the Committee will propose only those sites which, after careful investigation, it deems acceptable. In making its recommendations, the Steering Committee will take into account such factors as the availability of local arrangements personnel, professional institutions in the area, hotel accomodations and costs, and the accessibility to public transportation.

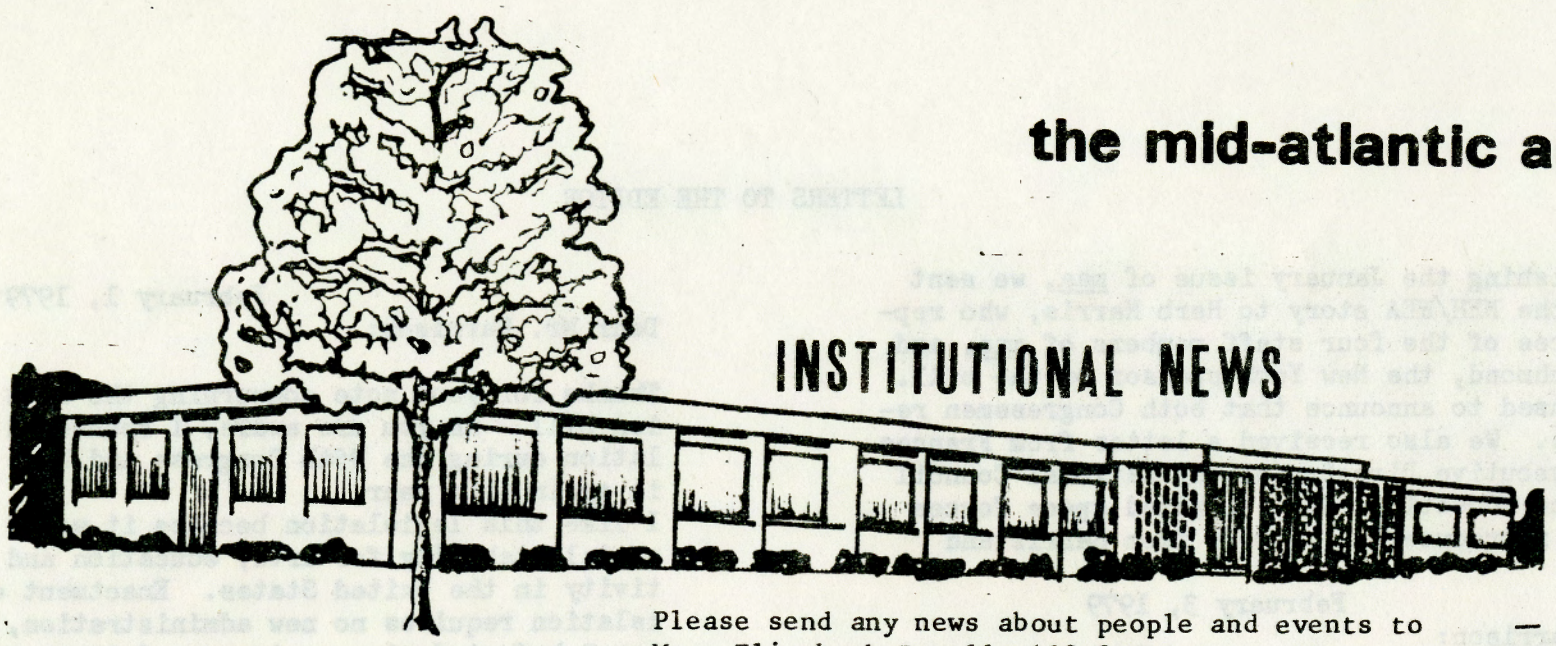
Defining the central corridor occupied the remainder of the meeting. We eventually agreed on the geographic area between New York and Washington, and Harrisburg and the Atlantic Ocean. Accessibility to public transportation must be considered, especially if the other meeting that year is in an area not easily serviced by such transportation. It was hoped that other-than-the-usual locations in the central corridor will be tapped so as not to overburden the same institutions and local arrangements people and to offer the membership more variety.

The meeting was adjourned at 1:30 p.m., at which time the committee felt that it had carried out its charge successfully and saw no need for further meetings.

Respectfully submitted,
Adele Lerner, secretary

4

# the mid-atlantic archivist



## INSTITUTIONAL NEWS

Please send any news about people and events to —
Mary Elizabeth Ruwell, 413 3rd Street, NE,
Washington, D.C. 20002

### PEOPLE

FRANK EVANS, an active MARAC member from its founding, is currently midway through a tour of duty as UNESCO's chief expert on archives. He is primarily responsible for developing and implementing archival programs of benefit to the third world. In this role he finds high-cost technology is not always the answer. There is no one model. The best answer, he feels, is people so well-trained in the archival field that they can adapt basic ideas to their own circumstances. He also feels the American archival community can benefit from studies on preservation conducted in Germany, Israel, Poland, and Yugoslavia. Frank admits it will be hard to leave "beautiful, livable" Paris and resume duties at the National Archives in 1980.

MARY ELIZABETH RUWELL is taking a five month leave of absence from the National Archives to set up an archives at the University of Pennsylvania Museum in Philadelphia.

ELLEN HASSIG, West Virginia's State Representative, appears in an episode of "Heritage Trunk," a 13 part video series produced by the West Virginia Department of Culture and History. Ellen appears in "Reading Between the Lines" and discusses the significance of old letters and documents. The programs represent a worthwhile effort to share with as broad a segment of the population as possible the heritage we strive so hard to preserve.

EDIE HEDLIN recently joined the staff of the National Historical Publications and Records Commission at the National Archives. She was formerly corporate archivist for the Wells Fargo Bank in San Francisco and also worked at the Ohio Historical Society in Columbus. She holds a Ph.D. in American History from Duke University.

ELLIOT MORSE, Librarian of the College of Physicians of Philadelphia, received the first shipment of books damaged in floods last summer and recently freeze-dried. He reports the pages are not as brittle as pages in books dried out after recent west coast flooding. The college still has over 4,000 books to be restored.

TOM MILLS has returned to the New York State Archives and BOB SINK has replaced him as Senior Archivist at Brooklyn Rediscovery (BECA). ERIK ERIKSEN is now Assistant Archivist at BECA.

TRUDY PETERSON has been asked to be co-chairman of the Society of American Archivists program for 1980 in Cincinnati, Ohio.

### INSTITUTIONS

The HISTORICAL SOCIETY OF PENNSYLVANIA, the PHILADELPHIA CITY ARCHIVES, the URBAN ARCHIVES CENTER of TEMPLE UNIVERSITY and the PHILADELPHIA FEDERAL ARCHIVES AND RECORDS CENTER are co-sponsors of a conference on Philadelphia history to be held at Temple University, Philadelphia on April 20-21, 1979. Among the speakers are Fred Miller of the Temple University Urban Archives Center who will participate on a panel on "The Metropolis, 1920-1929," Allen Weinberg of the Philadelphia City Archives and MARAC Treasurer Peter Parker of the Historical Society of Pennsylvania.

The WINTERTHUR archives will be featured in a behind-the-scenes tour of Winterthur's conservation and research facilities. The tour is offered to Guild members for a fee. Staff members discuss the function of their departments, as well as answering specific questions concerning research techniques and facilities.

maa wishes to call your attention to The Abbey Newsletter which has developed into a fine publication devoted to paper conservation. It is issued six times a year by Ms. Ellen McCrady. The current issue (Vol. 2, No. 4) has a number of very interesting articles, including an expanded piece on "A Brief History of Western Bookbinding; Without One Mention of Decoration." The newsletter was also kind enough to give maa two (count 'em) two plugs. Current subscription rates are $7.50 a year, back issues are available for $1.30 each. For further information contact:

Ms. Ellen McCrady
The Abbey Newsletter
5410 85th Avenue, Apt. 2
New Carrollton, Maryland 20784

## NEW REGIONAL ARCHIVES NEWSLETTERS

Two new regional archival newsletters have recently begun publication. They are:

The Catholic Archives Newsletter
James O'Toole
Archdiocese of Boston
Brighton, Massachusetts 02135

The Primary Source
Society of Mississippi Archivists
Ronald Tomlin
Mississippi Department of Archives and History
Box 571
Jackson, Mississippi 39205

## SOCIETY OF MISSISSIPPI ARCHIVISTS

The Society of Mississippi Archivists, one of the newest regional archival associations, is already one of the largest! Within the first year it recruited 413 members, enabling it to rank third behind MARAC and MAC. Like other regionals, its membership includes archivists, librarians, manuscript curators, records managers, historians, and preservationists.

## RESOURCES OF AMERICAN MUSIC HISTORY PROJECT

The Resources of American Music History Project is seeking to identify all repositories with pre-1940 music-related materials. If you have any of the following please contact this NEH sponsored project: collections of sheet music and other published music, manuscript music and archives of music organizations, programs, scrapbooks, or early sound recordings.

D.D.W. Krummel
Resources of American Music Project
3140 Music Building
University of Illinois
Urbana, Illinois 61801

The Library of Congress is exploring the possibility of preparing a 20-year cumulative index to the National Union Catalog of Manuscript Collections and would like to invite comments about the desireability or necessity for such a compilation from potential users and purchasers. Please send your reactions to this proposal to: Harriet Ostroff, Editor NUCMC, Manuscripts Section, Descriptive Cataloging Division, Library of Congress, Washington, D.C. 20540

## CONRAIL INVENTORY COMPLETED

The Eleutherian Mills Historical Library has published The Historical Records of the Components of Conrail: A Survey and Inventory. Based on a NHPRC Records Program grant to Eleutherian Mills, acting on behalf of the AdHoc Committee on National Railraod Historical Preservation, the publication describes records now held by historical repositories and by the estates of former rail carriers which merged in 1976 to form Consolidated Rail Corporation (CONRAIL). The complete set of unpublished inventories, compiled by the field survey team and by various railroads and academic repositories, amounting to about 3500 pages, will remain on file at the Eleutherian Mills Historical Library.

## SPINDEX USERS NETWORK

Twenty-three institutions which use the archival processing package SPINDEX have formed the SPINDEX User Network (SUN). Ron Watt chairs the new group. SUN will monitor and distribute SPINDEX program modifications, provide technical information through a newsletter, contract for some program modifications, and coordinate activities with NARS, SPINDEX's primary developer and distributor. For further information contact:

Ron Watt
Historical Department
Church of Jesus Christ of Latter Day Saints
50 E. Temple Street
Salt Lake City, Utah 84150

## MARAC MEMBERS ON SAA SLATE

The following MARAC members and former members have been nominated for SAA offices. They deserve your consideration.

Elsie Freivogel, National Archives, for Vice President
Meyer H. Fishbein, National Archives, for SAA Council
Mary Jane M. Dowd, National Archives, for Nominating Committee
Philip F. Mooney, Coca-Cola Archives, for Nominating Committee

## NHPRC Records Grants in MARAC States

The following information has been provided by the NHPRC's records program as background for the Norfolk MARAC meeting. A session on "NHPRC Historical Records Advisory Boards in the MARAC States" is scheduled for 1:45 PM on Friday, May 18th.

To date, the NHPRC has recommended a total of $833,597 in records program grants for "state" projects in the MARAC states. This amount, which does not include grants to national or regional projects, represents approximately 20% of the $4,124,834 recommended since the NHPRC's historical records program began. New York leads the list of MARAC recipients with $528,467, followed by Maryland with $121,133, and Pennsylvania with $101,574. New York's total includes a grant of $155,344 to the New York State Historical Records Advisory Board for consultation and financial assistance to municipalities in the development of ongoing local government archives programs. This is the largest single records program grant to date.

The following table indicates the number of grant requests received from MARAC states by the NHPRC through February (except those submitted for consideration at the June 1979 meeting), the number of grants recommended, and the dollar total in each category:

| | Requests Received | Amount | Requests Funded | Amount |
|---|---|---|---|---|
| New York | 46 | $1,329,716 | 21 | $528,467 |
| Maryland | 11 | 439,383 | 7 | 121,133 |
| Pennsylvania | 17 | 467,257 | 6 | 101,574 |
| New Jersey | 5 | 177,026 | 3 | 51,878 |
| Delaware | 2 | 21,344 | 1 | 16,844 |
| Virginia | 3 | 21,201 | 3 | 13,701 |
| West Virginia | 2 | 40,380 | 0 | 0 |
| Washington, DC | 3 | 61,785 | 0 | 0 |

The figures in the table include proposals withdrawn by the applicant, returned to the applicants by the State Historical Records Advisory Board for further action, returned by the NHPRC for revision and resubmission, and a few which are pending. Additionally, a few requests were funded by other grant programs. The table does not include grants to national or regional projects based in MARAC states. Such grants include: $34,715 to the National Council for Negro Women (DC) to preserve, arrange and describe Council records; $10,333 to the Archives of Industrial Society at the University of Pittsburg (PA) to survey and accession records of the various districts of the United Electrical, Radio and Machine Workers of America: $8,800 to the Eleutherian Mills-Hagley Foundation (DE) to survey and make recommendations for the preservation and use of the historical records of the railroads combined to make up the CONRAIL system; and $3,621 to the Research Center for the Federal Theatre Project at George Mason University (VA) to survey, appraise, and accession selected materials relating to the Federal Theatre Project of the New Deal period. "State" projects include those where project activities take place within the borders of a single state. Hence, some of the New York grants, for example, are for projects of national organizations, such as the United Negro College Fund, even though the project is considered a "state" project by NHPRC.

Although the NHPRC has requested that State Historical Records Advisory Boards analyze their states' records needs and prepare formal statements of priorities and preferred approaches to meet those needs, a number of Boards have not yet done so. The NHPRC will soon begin deferring action on some records proposals from states without such a statement of priorities and preferred approaches. Maryland, Virginia, and Delaware have not yet submitted a statement, although Delaware has held public discussions of a draft.

Historical Records Coordinators for the MARAC states are:

Delaware:
Lawrence C. Henry, Director
Division of Historical and Cultural Affairs
Hall of Records
Dover, DE 19901

District of Columbia:
Hardy Franklin, Director
Martin Luther King Memorial Library
Room 400
901 G Street, N.W.
Washington, DC 20001

Maryland:
Edward Papenfuse
State Archivist
Maryland Hall of Records
Box 828
Annapolis, MD 21404

New Jersey:
William C. Wright, Head
Archives and History Bureau
New Jersey State Library
184 West State Street
Trenton, NJ 08625

New York:
Edward Weldon
State Archivist
Cultural Education Center
Room 10A46
Empire State Plaza
Albany, NY 12230

Pennsylvania:
William J. Wewer
Executive Director
Pennsylvania Historical and Museum Commission
Box 1026
Harrisburg, PA 17120

Virginia:
Donald Haynes
State Librarian
Virginia State Library
12th and Capitol Streets
Richmond, VA 23219

West Virginia:
Rodney A. Pyles, Director
Division of Archives and History
Science and Culture Center
Capitol Complex
Charleston, WV 25305

## NHPRC GRANTS

NHPRC approved grants totaling $700,146 during the Commission meeting on February 8-9, 1979. Beginning October 1, 1979, NHPRC will fund no more than 50% of the direct costs proposed in any publication project without supplementary support by the sponsoring institution or other sources. Additional support must be equalled by direct cost amounts provided by the sponsor or other sources. The following grants were made to MARAC area institutions:

Cornell University, Ithaca, NY: $3,000 supplementary grant to survey historical records in archives and manuscript repositories in a 14-county area in New York.

Albany Institute of History and Art, Albany, NY: $4,868 to continue the development of the document conservation program of the Institute, especially educational activities including volunteer training, workshops, and consultation services.

The History of Science Society, Syracuse, NY: $5,280 for a study, report, and project proposals relating to problems in the documentation of science and technology in the United States. This is a cooperative project of the Society of American Archivists, the Society for the History of Technology, and the History of Science Society.

The United Negro College Fund, New York, NY: $15,222 (matching) for arrangement and description of records of the United Negro College Fund and for planning for future programs to preserve and make available to research the historical records in UNCF member colleges and universities.

The YMCA Historical Library, New York, NY: $2,000 for consultation in planning a comprehensive YMCA archival and records management program.

Wyck Committee of the Germantown Historical Society, Philadelphia, PA: $11,000 to arrange, describe and microfilm the Wyck papers, from nine generations (1760-1973) of the Haines family.

## PRESIDENTIAL RECORDS ACT OF 1978

The Presidential Records Act of 1978 provides for public ownership and control of the records of every president and vice president who leaves office after January 20, 1981. The outgoing chief executive may restrict access to certain records for up to 12 years. All other records will be subject to the Freedom of Information Act after 5 years. The Archivist of the United States will take custody of the records when they leave office and place them in a presidential library or other federal depository. The Archivist must approve the disposal of any valueless records. The legislation evolved from recommendations made by the Public Documents Commission whose staff included members from the archival profession and from recent Congressional debate.

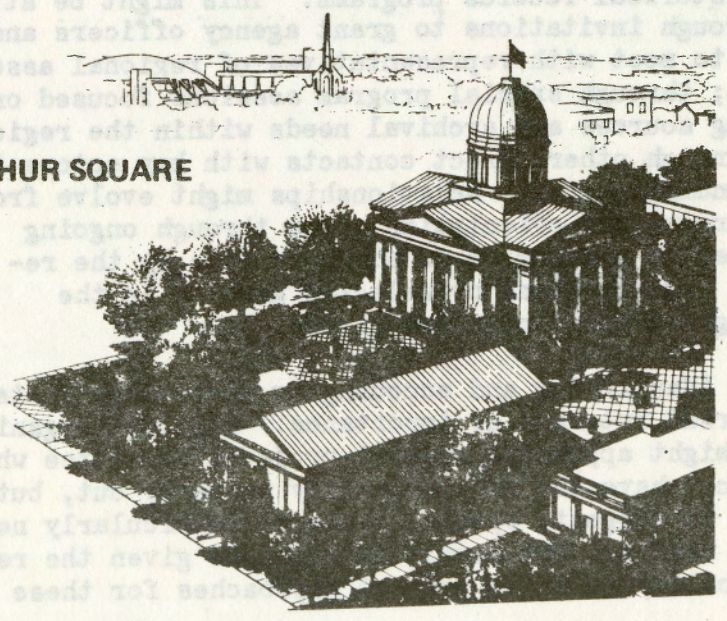
## CLONING IS NOT THE ANSWER
## OR
## IN DEFENSE OF ARCHIVAL REPRODUCTION

by
Toby Fishbein

While I am not employed in an archival factory and my parents were neither a test tube nor a Hollinger box and I am not even a paid-up MARAC member (although I do own a MARAC T-shirt and crash as many of your parties as I can), I would like to respond to the recent maa articles on cloning. Unlike Mr. Rapport and Ms. Woodruff, I do not believe cloning is the answer. I can think of nothing more boring than attending an annual SAA meeting with 800 copies of the "ideal archivist."

I believe we should continue the old-fashioned method of producing archivists, which has worked quite well in the past. Marriages between archivists specializing in the same area (academic, religious, business, local, state, or federal repositories) will produce the most qualified archivists. A proposal to establish an archival marriage service is currently being prepared for submission to the NHPRC. An ordained employee of the religious archives of the couple's choice will perform the ceremony. The copyrighted ceremony will, of course, meet archival standards: rust-proof weeding bands, deacidified champagne, permalife wedding gown, encapsulated marriage license, etc. What would be more romantic than turning Frank Cook's SAA archival tour of western Canada into a honeymoon? Archivists taking advantage of this service immediately will produce archivists available for employment by 1997, three years earlier than Mr. Rapport's clones. The second-generation archivists will bring with them eighteen years of archival training under the supervision and direction of two professional archivists.

This system, obviously, has some inherent problems which the marriage service staff will have to resolve. Intermarriages should be discouraged for obvious reasons: a marriage between the General Motors Corporation Archivist and the United Auto Workers Archivist or a marriage between the KKK Archivist and the ACLU Archivist would certainly result in divorce. Under no circumstances should differences of opinion concerning replevin, retention/disposal schedules, or lamination/encapsulation be acceptable grounds for divorce. This does, however, open up the area of archival marriage counselling, thereby creating more jobs for the rapidly increasing number of new archivists.



## SAA REGIONAL ARCHIVAL ACTIVITY REPORT

**Barbara Hearn received the following report from the SAA Committee on Regional Archival Activity. She urges MARAC members to pass along any suggestions or comments to their Steering Committee member prior to the SAA meeting in Chicago.**

### FROM THE REGIONAL ARCHIVAL ACTIVITY COMMITTEE

During its Nashville meeting, the SAA Regional Archival Activity Committee discussed a variety of suggestions regarding the future role of the Committee, ways in which the Committee could serve the needs of the Society and regional organizations,* and activities for the coming year. The Committee decided to invite the chief officer of each regional organization to meet with the Committee during the 1979 annual meeting in Chicago to discuss future roles of regional organizations and ways in which the SAA Regional Committee might assist regionals in reaching their goals.

The Regional Archival Affairs Committee also asked one of its members to draft several suggestions for regional association activities and to make them available to SAA members and the regional organizations. These suggestions relate to the potential of subnational organizations in the general area of problem solving through special projects, task forces, and similar approaches. The Regional Affairs Committee encourages regional organizations to consider activities beyond what appear to be the two major roles conceived by most regionals to date, namely the presentation of programs and information sharing for those at the more advanced levels within the region. An additional role, indicative perhaps that the regionals are playing the basic roles effectively, is to frame approaches, and even to act directly, to meet particular archival program needs from a regional association base.

Several examples may serve to indicate approaches and projects which might be undertaken by regional associations:

(1) Educating funding sources: In every region there exists a variety of potential funding sources for archival programs. These include large private and community foundations, NEH state-based granting bodies, small local foundations, and corporate foundations and other corporate giving programs. Historical records projects are often absent from priority lists of these funding agencies, in part because they do not know about the methods and needs of archival programs and the public interest in the records which they preserve and make available. Regional organizations have the potential to educate these funding sources regarding historical records programs. This might be attempted through invitations to grant agency officers and staff to meet with representatives of regional associations; through special program sessions focused on funding sources and archival needs within the region; and through other direct contacts with key actors in the funding sector. Relationships might evolve from an introductory-orientation stage through ongoing information sharing to an advisory role by the regional organizations or selected members in the funding decisions of major givers.

(2) Identifying and encouraging special projects of widespread interest or importance: Regional organizations might appoint a special projects committee which would not have the responsibility to carry out, but rather to suggest, special projects particularly needed in the region. The committee might be given the responsibility to frame project approaches for these needs, including seeking an institutional sponsor where necessary to house and coordinate the project. Grant funding might often be required to carry out the project. The special projects committee, or a subcommittee thereof, could assist in preparing the application and serve in an advisory or monitoring capacity on behalf of the regional organization while the project is underway.

(3) Influencing the establishment of archival programs: A regional organization might, through its officers or a committee of its members, establish relations with non-archivists in a position to foster archival programs. For example, contact might be made with officers of state or regional associations of hospital administrators to provide information and encouragement toward archival program development in large or important hospitals. Such an effort might include program sessions involving archivists and administrators for continuing communication and consultation. Hospitals represent only one of a number of types of important institutions in which increased archival awareness might be encouraged through contacts by archival associations with organizations of administrators of these institutions. Religious organizations, city governments, and private industry may offer similar opportunities.

(4) Encouragement of formation of state affinity groups or caucuses to monitor and influence state government actions: Regional organizations might foster the development of formal or informal state groupings within the region to discuss, monitor, report on, and act cooperatively to influence legislation, regulations, or program developments in the particular state. Such groups, facilitated in their meeting and communication by the regional, would not ordinarily act in the name of the regional organization. A regional newsletter, however, may offer an appropriate means of communication among members from a particular state.

(5) Undertaking state-of-the-art projects: Regional organizations might also undertake directly, or as suggested in (2) above, with another institutional sponsor in the region, a program to advance archival methods. Such a project would not ordinarily be directed toward a need confined to the area covered by the regional, though it might be one of particular concern there. For example, a regional might appoint a working group or support some other project approach to develop appraisal guidelines for a particular type of records common to state or local governments in the region, or common to most universities, private welfare agencies, or science research centers. With so few available bases for research and techniques development projects, regional organizations may need to play an increasing role in identifying, encouraging, and advising such projects.

LARRY J. HACKMAN
for the Regional Affairs Committee

November 28, 1978

*"Regionals" in this statement includes all subnational associations of archivists.

BOOK REVIEWS
by
Mary Boccaccio

Guide to the Smithsonian Archives. Smithsonian Institution Press, 1978.

This Guide includes a description of all records and manuscript collections accessioned and prepared for use in the Smithsonian Archives before June 1977. It also includes archives of the Anthropology Department of the National Museum of Natural History and the Bureau of American Ethnology. The Smithsonian Archives program pertains mostly to the official records of the Smithsonian and papers of the Smithsonian staff.

The Guide is organized in two parts. Records of the Smithsonian Institution and Special Collections including the papers of James Smithson and Secretaries, other papers and records and oral history project interviews. There is an index by format, a date span index, and a general index. Entries give title, type, chronological coverage, volume, arrangement, and finding aids if they exist. Availability on microfilm is also noted.

The section on use notes the topics of general hours, reference services, scope of the Guide, reproduction, permission to quote, citation, restrictions, and record groups in the Smithsonian Archives.

Guide to Manuscript Collections in the National Museum of History and Technology. Smithsonian Institution Press, 1978.

The forward to the Guide notes the Museum's increasing interest in documentary/archival collections which have been collected as an extension of artifact collections and in some cases substitute for them when the artifacts were not available.

The Guide lists 357 collections and is indexed. Listing is by department and diivsion. Within each division collections are grouped under two main headings - information and Document files and Personal Papers and other Collections. Annotations give collection title, inclusive dates, volume, brief biographical or historical sketch, description of contents, subjects covered, arrangement, available finding aids, and special conditions. While many of the collections have no finding aids some do have partial lists and descriptions.

Users and potential users are referred to individual divisions to make an appointment to use the various collections. The Guide is well set up and very usable.

Roy Nichols, The Pennsylvania Historical and Museum Commission, A History.
Harrisburg, Pa., 1907

This is a short and informative account of the Commission which was first organized in 1813, giving a capsulized history of each of the Commissions as they were appointed and of their accomplishments. It charts anteceedents and relationships with growing historical organizations over the years, ending with what we all want and need - a new building. There is also a useful list of Commissioners and the administration in which they were appointed as well as a list of publications.

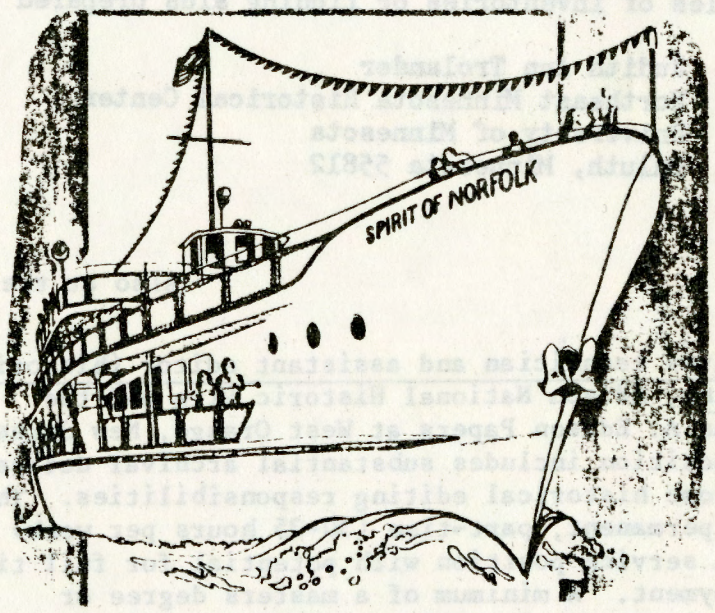
Archives Procedure Manual, 2nd edition. Washington University School of Medicine Library, St. Louis, Mo.

This procedural manual describes in detail and with flowcharts the operations of their Archives. The second edition includes a section on oral history and the computer index is used. It is indeed very full, almost to the point of confusion. Really more than a manual of procedures, it is almost a manual of policy as well. It includes a definition of the parameters of the collection, a responsibility statement, a description of objectives, job descriptions, collection descriptions, and so on-

The manual runs through the processing cycle from assigning a collection number to record group inventory sheets and deals with evaluation, arrangement,processing bound and loose papers, memorabilia, pictures, sound recordings, and so on. A section at the end includes material on bibliography, microfilming, and oral history procedures.

The earlier sections of the manual have an outline description of the topic, forms as appropriate and a flowchart analysis of the procedure being discussed. Later sections on microfilming and oral history do not include flowcharts.

The manual is inclusive of forms and charts used in the Archives and these of course can be adapted. The manual is highly structured and infinitesimally detailed. It is hard to see the forest from the trees.




Subject Collections: A Guide to Special Book Collections and Subject Emphases . . . in the United States and Canada. R.R.Bowker, 5th edition, 1979. 1184 pages, $67.50/

Subject Collections lists books, maps, pictures, manuscripts, and other relevant materials housed in 11,000 universities, colleges, public and special libraries amd museums in North America. The work is arranged alphabetically by subject, based on the Library of Congress subject headings. Each entry contains information on the name and location of the library, number of volumes in the collection, and other materials held.

## ARCHIVAL EDUCATION

The University of Maryland, College Park, will offer a Workshop on Archival and Library Collection and Preservation Management, July 16-August 4, 1979. Offered by the College of Library and Information Science, the workshop will include an introductory archives course, an historical survey, an internship, and a preservation management workshop course. Scheduling is flexible to prevent any conflict with the National Archives Summer INstitute. For further information and the fees schedules contact:

Dr. Lawrence J. McCrank
College of Library and Information Science
University of Maryland
College Park, Maryland 20742

Phone: (301) 454-2255

The Modern Archives Institute of the **NATIONAL ARCHIVES AND RECORDS SERVICE** is now offering advanced courses on archival topics. The first of the advanced courses, to be offered October 16-18, 1979, will examine problems of access and appraisal in case files. The spring course, scheduled for April 21-25, 1980, will be devoted to conservation of still photographs. Classes are limited in size and further information can be obtained from: Modern Archives Institute (ND), National Archives and Records Service, GSA, Washington, D.C. 20408. The regular introductory courses will continue to be offered in June and January.

## POSITIONS AVAILABLE

Records Analyst, Northeast Minnesota Historical Center, University of Minnesota, Duluth. Responsible for processing and preparing finding aids for the manuscript collections of the St. Louis County Historical Society on deposit at the center. This position is funded by NEH for fifteen months (Junel, 1979 through August 31, 1980).

Qualifications: M.A. in history or library science with archival training and experience required.

Salary: $20,049 plus benefits for fifteen months.

Send resume, three letters of recommendation, and samples of inventories or finding aids prepared to:

Judith Ann Trolander
Northeast Minnesota Historical Center
University of Minnesota
Duluth, Minnesota 55812

Assiatant Manuscripts Librarian, Maryland Historical Society. Oversee manuscript reading room and servicing of readers; process collections and prepare guides; one-quarter -ime, Assistant Editor of Maryland Historical Magazine to oversee production of the magazine.

Qualifications: M.A. in American history, archival experience desired.

Salary: $9400.

Send resume to: Cynthia H. Requardt
Manuscripts Librarian
Maryland Historical Society
201 W. Monument Street
Baltimore, Maryland 21201

Also at the Edison National Historic Site:

Archives technician and assistant editor (historical editing, Edison National Historic Site and the Thomas A. Edison Papers at West Orange, New Jersey. The position includes substantial archival duties and some historical editing responsibilities. This is a permanent, part-time (30-35 hours per week) civil service position with potential for full time employment. A minimum of a masters degree or equivalent experience is required. Archival training or related experience is required. Historical editing training or experience and historical background relating to the era of Edison is highly desirable.

Assistant Editor (historical editing).
The assistant editor will work with professional staff in the preparation of both the microfilm and book editions of the Edison Papers. An adjunct teaching appointment with Rutgers University is a possibility. A Ph.D. in a historical field or equivalent experience is required. A person with educational background or experience working with and interpreting visual and artifactual materials is preferred. Historical editing experience and background fields relating to technology, science business, art or museum studies is highly desirable.

Senior Editorial Assistant for summer, 1979.
The senior editorial assistant will work with senior professional staff in editorial research and preparation of materials for the microfilm and book editions of the Edison Papers. Graduate level background with strengths and interest in the history of technology, science and business in the era of Edison is required. Ten to twelve weeks at $2000 - $2425 for the summer.

Editorial Assistant for summer, 1979 (two positions).
Editorial assistants will work with senior professional staff in preparation of materials for the microfilm edition of the Edison Papers. Graduate or senior undergraduate background with strengths and interests in history, technology, science, and business in the era of Edison is required. Ten to twelve weeks at $1800 - $2150 for the summer.

For further information and application forms, write to: Thomas A. Edison Papers
1 Richardson Street
Rutgers University
New Brunswick, New Jersey 08903

Norfolk Meeting continued from page 1

vists plan to meet informally over lunch on Saturday. Interested MARAC participants are invited to join either gathering.

Following the 8:15 breakfast on Saturday morning, outgoing chairperson Barbara Hearn will hold a general business meeting starting at 9:00. She plans to introduce measures she has taken to heighten MARAC's awareness in local professional matters. At 10:00 we have given fifteen minutes to Miss Toby Fishbein, President of the Iowa Historical Materials Preservation Society and a MAC Council member. She will discuss the relationship of state groups and regionals from her experience. This will be followed by the initial meetings of each state caucus, chaired by that state's Steering Committee Representative. Time permitting, every MARAC member will have an opportunity to voice an opinion on their concerns, and on ways to act upon them.

For some of us, intensive back-to-back sessions are exhausting to sustain. So Friday afternoon from 3:00 to 4:00, the hardy may choose to finish their day in sessions, while those who have spring fever or are merely tired can opt for a tour of the Chrysler Museum or the MacArthur Memorial. At 4:00, we are invited to a reception at the Chrysler Museum, and from 7:00 to 10:00, some of us will want to be aboard the cruise ship Spirit of Norfolk for dinner, dancing, and a tour of the Chesapeake Bay. On Saturday morning, there will be a tour of the Norfolk Navy Base for those who have signed up in pre-registration. (Further details on all of the above will be mailed out with the pre-registration packet in April.)

This meeting should be outstanding! The program has been planned to provide good coverage of a number of topical concerns, offering information and exchange of ideas at all levels of the profession. In addition, a variety of pleasant leisure activities are available to choose from. We look forward to seeing you all in Norfolk on May 18!

"Norfolk Towne" continued from page 1

and occupied by the Federal forces for nine years until Virginia returned to the Union.

Post-Civil War Norfolk flourished. The economy and population drastically increased. The establishment of the Norfolk Naval Station in 1917 continued the growth of the area. Because of the great military importance placed on the area, the Federal government has played a large role in the development of the region as its largest source of employment.

Norfolk has many historical, cultural, and educational attractions. Within walking distance of your hotel are museums, 18th century townhouses, and the beautiful Scope convention center. The city offers much outdoor recreation and is within easy driving of Colonial Williamsburg, Busch Gardens, plantations, Virginia Beach and the Outer Banks of North Carolina. So come to the conference by the sea. You will be glad you did!

West Virginia continued from page 1

tion of State Archives and Records Administrators (Records Management Quarterly, June 1978, p.42-43) that "agencies that administer professional programs for the records must . . . have a placement and a status within government that has a central relationship with its operations."

maa learned of the situation shortly after the bill was passed and determined to do something about it. Several persons gave us advice, particularly Rodney Pyles, the West Virginia State Archivist. We decided that MARAC's role in the whole matter should be one of communication to persons whose offices might be successful in persuading the West Virginia legislature to reinstate the archival function. Barbara Hearn consented to use her position as MARAC Chairperson as the point of contact. She wrote to the Archivist of the United States and to the Executive Secretaries of the Society of American Archivists, the National Historical Publications and Records Commission, and the Association of State Archives and Records Managers. She also contacted the Organization of American Historians, the American Historical Association, and the presidents of all regional, state, and local archival associations.

Where do we go from here? Timing is important. The new sunset law establishes a fifteen person committee made up of legislators and private citizens to perform the audit which will "ascertain whether there is a demonstrable need for the continuation" of the Division of Archives and History. If the committee votes to continue the agency, a proviso for future legislation will reestablish the function for a six year period. The committee will be named sometime in May. MARAC members should delay any individual or institutional response until after that.

We may know something more by the spring meeting in Norfolk. We expect the MARAC West Virginia delegation to have an information booth at the meeting. In any case, the matter undoubtedly will be a major topic for the West Virginia State Caucus. We expect it will be introduced at the general business meeting, and a resolution for the new Chairperson's signature will be sent to the joint committee.

## FROM THE SAA

The Nominating Committee of the SAA is seeking names of candidates for the SAA elective offices for the next year's nominating committee's work. This year's committee used the preferencial ballot names extensively and we wish that we had had more time to poll our members on occassions such as regional annual meetings. Perhaps this request will reach you in time so that you can do just that.

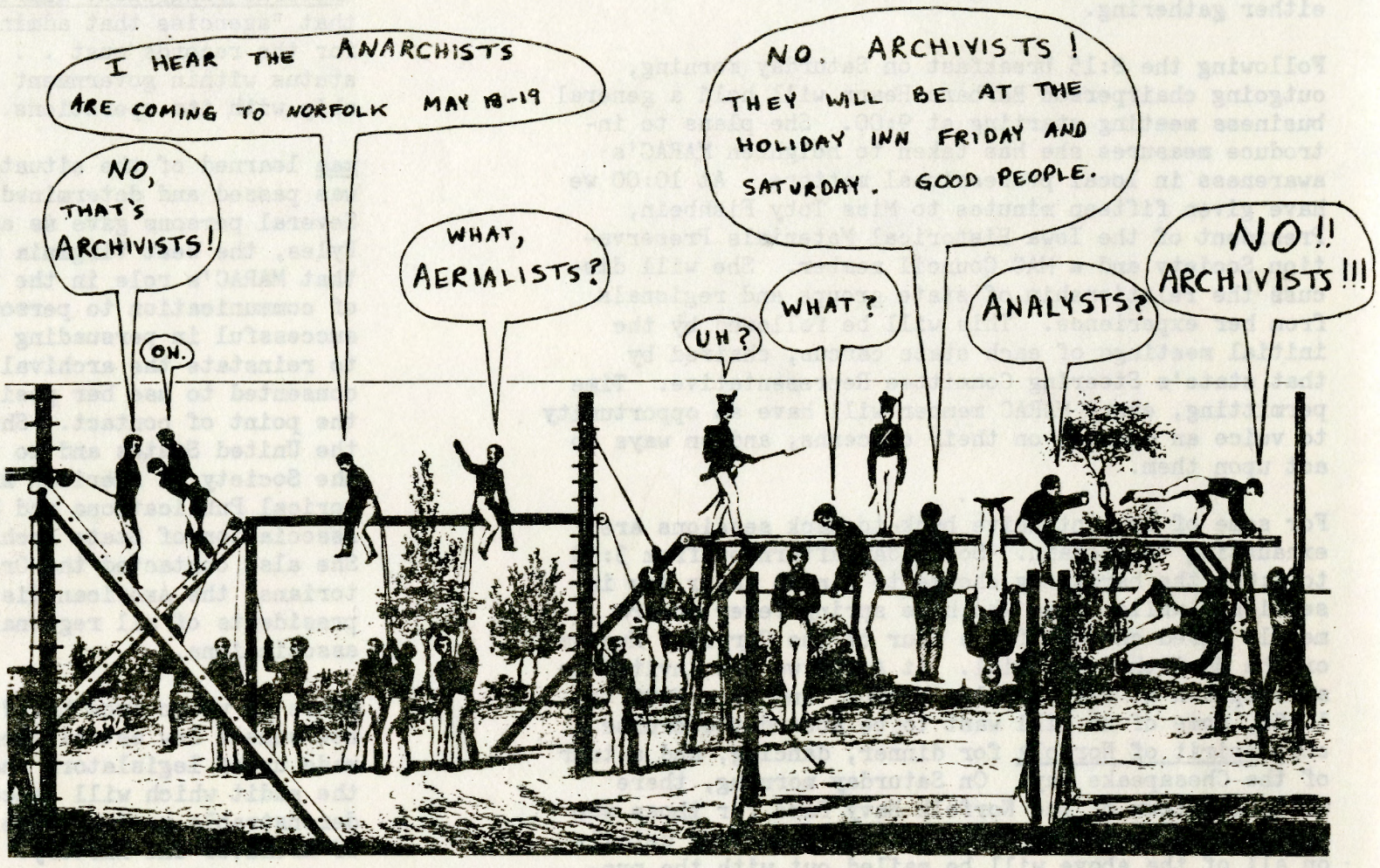
The committee will forward the names suggested to next year's committee so they can meet and begin to make choices for the following year's ballot instead of waiting until February for a meeting to choose candidates. Please remember that names submitted by the membership are crucial in making choices for our rapidly growing organization. It is very difficult to know the names of all the good people willing to work for our common objectives.

Please send your recommendations to:

David Horn
Roy O. West Library
DePauw University
Greencastle, Indiana
46135

INDEX

Abbey Newsletter . . . 5
Archival Education . .10
Book Reviews . . . . . 9
Conrail Inventory . . . 5
Cloning Is Not The Answer7
Future Sites Minutes. . 3
Historic Norfolk . . . 1
Kegan . . . . . 2
Letters to Editor . . 3
MARAC Budget . . . . 2
Music History Project . 5
New Newsletters . . . 5
NHPRC Grants . . . 6,7
Norfolk Meeting . . . 1
NUCMC Index . . . . 5
People . . . . . 4
Positions Available . .10
SAA Regional Activity . 8
SAA Slate . . . . . 5
SAA Tour . . . . . 2
Society of Miss. Archivists 5
SPINDEX Users Network . 5
West VIrginia Problem . 1




Martha Slotten
Secretary, MARAC
Dickinson College Library
Carlisle, PA 17012

Non-Profit Organization

United States Postage
Paid
Carlisle, Pennsylvania
Permit # 173